## DEPARTMENT OF COMMUNITY DEVELOPMENT

## NOTICE TO HOLDERS OF SAME-AS PLANS

EFFECTIVE JULY 18, 2005

Community Development, Permit Services Division is pleased to announce that we are now able to issue permits over the counter when a pre-approved same-as plan is being used. The criteria for issuing these permits over the counter include:

- The property must be located in a recorded plat and the Permit Services Division must have received the plat in a condition that is ready for permit issuance.
- You must use an existing approved PCK plan.
- Applicants will be limited to two issued permits per day.
- You may apply for up to 5 permits per day without an appointment. However, no permits will be issued on this visit. Turn around time for issued permits will be within 7 working days.
- You may apply for over 5 permits per day with an appointment. Turn around time for issued permits will be within 7-14 working days. Please be prepared to prioritize your applications as we will begin notifying you as permits become available for pick up.

It is important to adhere to these guidelines in order to minimize the wait times for everyone. Your cooperation is appreciated.